Position Summary

The purpose of this position is to provide MS Windows server and SAN/NAS support, and to perform database administration tasks.   This is accomplished by installing, securing, managing and monitoring MS Windows servers, including SQL servers; installing, managing and monitoring SAN/NAS storage systems, creating and standardizing database queries, reports and collection forms for efficiency of operation; managing server and database backup/recovery procedures; providing maintenance and testing of databases, and providing system/database support for both end users and technical staff. Other duties include transferring systems and databases to new servers, researching and recommending new software, and assisting other IT Division teams with projects involving implementation of server and database technologies.

Immediate Supervisor   **Information Technology Manager**

Position Accountabilities

- Maintains servers and databases by maintaining a tracking log for each database backup job and managing time to correct all system errors.

- Completes maintenance by backing up systems; restoring functions; creating back up plans and communicating with data users.

- Assists staff with technical issues by reviewing the database design; using and writing codes for programming; assisting with connection to databases; and installing and configuring software.

- Researches software by attending technical meetings; testing software; and communicating with software users.

- Completes queries by identifying needs; testing queries, and implementing solutions.

Position Qualifications

- **Minimum Education:** Graduation from an accredited four-year college or university with a degree in Business Administration, Computer Science or related field or any equivalent combination of training and experience which provides the required knowledge, skills, and abilities;

- **Minimum Experience:** Two years experience, certifications or training and willingness to learn in: systems management in both physical and virtual MS Windows Server 2008 environments; and SQL & Access database administration;
- **Special Requirements:** Valid North Carolina Class "C" Driver's License; and ability to pass thorough background investigation.

Position Qualifications (continued)

Skills:

- Computer skills.
- Advance skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization-wide.
- Independent judgment and decision-making abilities are necessary to apply technical skills effectively.

Abilities:

- Research, prepare, and present reports.
- Organize, comprehend, and coordinate complex data.
- Communicate clearly and effectively, both orally and in writing.

* To view application instructions go to job listing website: **http://ww2.durhamnc.gov/employment/**

Individuals selected for conditional offers of employment must pass the City of Durham physical examination including drug and alcohol testing. A driver's history check is conducted for applicants applying for jobs requiring a valid North Carolina Driver's License and/or CDL. "This Agency Seeks Diversity in the Workplace".

The City of Durham is an EO/AA employer.